

Hiring Dept. GA To-Do Checklist

Visit the [Hiring Department Webpage](#) for forms and useful information

1. Graduate Assistantship Contract

- Reference the Hiring Department webpage for the stipend amounts and GA contract letters. The contract letter must match the job code. Reference [Cheat Sheet](#) for breakdown.
- Reference the [contract/appointment letter step-by-step instructions](#)
- If you need assistance determining the student's level you may contact the Graduate School Enrollment Team at gs-enrollment-group@uri.edu
- If employment begins after contract dates, all waivers and stipends are prorated to new start date. Follow the steps below.
 - (1) Contact Payroll (stipend) and (2) Enrollment Services (tuition and fees) letting them know the new start date to obtain the prorated amounts. New start date should be at the start of a pay period. (3) Contact Kathy Kantor (kathykantor@uri.edu) or Jessica Coyle (jgmartinez@uri.edu) for the prorated contract template.

2. Human Resources Hiring Documents

Must submit the following forms through the [HR GA Online Portal](#) as one packet prior to the start of the appointment. Write student's URI ID number at the **TOP** of all documents.

Forms can be found on the [HR Forms webpage](#) under NEW EMPLOYEES section at

- I-9 form with supporting documents
- Drug Free Workplace Policy form
- Bar of Claims form

3. Payroll Documents

Must submit the following forms to Susan Ryan at sryan@uri.edu as one packet prior to the start of the appointment. Write student's URI ID number at the **BOTTOM** of all documents. Please do not include a social security on any emailed forms.

Forms can be found on the [HR Forms webpage](#) under NEW EMPLOYEES section at

- W-4 Federal form
- W-4 Rhode Island form

4. Create Job Record

Job record must be created prior to submitting the contract and SGA-2G form through the Grad School online submission portal. Grad School submission portal and HR Peoplesoft opens July 1st.

- Job record information must match the contract (i.e. Job Code, FTE, level, stipend rate)
- Follow the step-by-step guide for hiring GAs through HR e-Campus provided by HR

5. Complete SGA-2G Form, if applicable

SGA forms are required for department/grant funded assistantships.

- Rename the [SGA-2G Form](#) to the following format:
Last Name, First Name Student ID number
(Example: Smith, Jane 123456789)

✓ Reminders:

- Use the [Cheat Sheet](#) for waiver amounts
- Confirm the residency of the student
- When checking off semesters, keep in mind the amounts will be split between the semesters chosen
- SGA-1G Form is used when making corrections to a previously processed SGA-2G form

6. Upload GA Contract & SGA-2G Form

GA Contract and SGA-2G form, if applicable, must be submitted together. The Grad School submission portal can be found on the [Hiring Department webpage](#).

- Termination or changes are processed using the [Contract Change form](#). Please CC Kathy Kantor at kathykantor@uri.edu when submitting the form.

✓ Reminders:

- Supervisor(s)/Departments should explain the GA benefits to students.
- Students must enroll in 6-12 graduate credits. Waivers cannot be posted until registered.
- Have GAs review the [GA To-Do Checklist](#) for their next steps. GAs must self-enroll for their health insurance plan.